UNITED NATIONS **ST**

Secretariat

ST/IC/1994/38
30 August 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: INTRODUCTION OF A REVISED INTERIM PERSONNEL ACTION NOTIFICATION FORM PRIOR TO THE IMPLEMENTATION OF IMIS RELEASE II AT HEADQUARTERS

1. The purpose of the present circular is to inform the staff that a revised Personnel Action Notification form will replace IMIS.01 (9-93), which was introduced in ST/IC/1993/53 of 21 September 1993 in connection with the implementation of the first release of the Integrated Management Information System (IMIS) at Headquarters.

2. The revised form, designated as IMIS.01 (8-94), presents the personnel action information in a more condensed format on a single page which can be generated by a laser printer on regular letter-size paper with the United Nations letterhead. The Personnel Action Notification form contains five blocks of information. They are: (a) the staff member's personnel and appointment information, which will always appear; (b) information on dependants (which will only appear when the data on dependency is entered or modified, or when a personnel action to reappoint a former staff member, to convert a staff member's appointment, or to return a staff member from special leave without pay, is processed, or when a staff member begins participating in the Pension Fund); (c) a listing of all data elements changed by the personnel action; (d) manually entered entitlement information such as who authorized the personnel action, Allotment account number, Base salary, Post adjustment, Dependency allowance, and other entitlements, as appropriate; and (e) the name of the Personnel/Administrative Assistant who finalized the personnel action and the name of the Personnel/Executive Officer who approved the personnel action. The system will generate the names based on the authorized user's ID and the dates the personnel action was finalized and approved. As a result of this revision, no manual entry is needed after printing. A signature will no longer be necessary. A sample of the revised form appears in the annex to the present circular.

3. This revision is an interim improvement pending the implementation of Release II, which will automate the calculation of the entitlements mentioned in (d) above. Another revision will be issued at that time to replace the manual entry of entitlement values with the system-generated amounts.

Annex

UNITED NATIONS NATIONS UNIES

PERSONNEL ACTION - NOTIFICATION ADMINISTRATIVE

(A) APPOINTMENT INFORMATION

1 PA#: 24519	2 PA TYPE: Initial Appointment	3 PA EFFECTIVE DATE: 01/06/1994
4 INDEX #: 62940	5 NAME (LAST, FIRST, MID / TITLE): Reeves, Jean P. / Mr.	6 MARITAL STATUS: Married
7 SEX: Male	8 DATE OF BIRTH: 27/05/1961	9 NATIONALITY: French
	10 VISA STATUS: G4	
11 TYPE OF APPOINTMENT: Fixed-Term	12 EFFECTIVE DATE: 01/06/1994	13 EXPIRATION DATE: 31/05/1995
14 EOD DATE: UN 01/06/1994	15 UNCS 01/06/1994	16 UNS 01/06/1994
17 FUNCTIONAL TITLE: Administrative Officer	18 REG: 19 SPA: 20 TEMP:	CAT/GRADE/STEP EFFECTIVE DT: P 3 1 01/06/1994
21 NEXT INCREMENT: 01/06/1995		
22 POST #: OLD POST #: 5948	23 POST INC. EFF. DATE: 01/06/1994	24 EXP DATE: 31/05/1995
25 ACCEL Y/N: N		
26 ORG UNIT: Geneva Section	27 DUTY STATION: New York	28 PLACE OF HOME LEAVE: Paris
29 PLACE OF RECRUITMENT: New York	30 CHEQUE DISTRICT CODE: 222	31 OFFICE CODE: 555
32 PENSION FUND: Y	33 PARTICIPATION DATE: 01/06/1994	34 EXCLUSION REASON:

****

(B) DEPENDENCY INFORMATION

	NAME OF DEPENDANT	INDEX #	38 DATE OF BIRTH	39 STAFF MEMBER
35 SPOUSE:	Reeves, Marie C. / Ms.	62921	20/10/1966	N
36 CHILDREN:				
37 SECONDARY:				

****

(C) CHANGED DATA

****

(D) ENTITLEMENTS/REMARKS

PA Authorized by: Director of RPO
Allotment Account #: HQA50100TP-3004
Base Salary (Gross): 52,274
Post Adjustment (S,D,N/A): Dependency
Dependency Allowance:

Assignment Grant of $2000

****

PERS/ADM ASST: 60870 Roderick, Regina DATE: 11/08/1994

APPROVING OFFICER: 60882 Russin, Hillary DATE: 11/08/1994

COPY 1 - OHRM - PERSONNEL RECORD UNIT
COPY 2 - OPPBF - ACCOUNTS DIVISION
COPY 3 - PENSION FUND
COPY 4 - EXECUTIVE OFFICE
COPY 5 - STAFF MEMBER

IMIS.01 (8-94)

UNITED
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Secretariat

ST/IC/1994/39
12 September 1994

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1994

Introduction

1. The observance of Staff Day on Friday, 16 September 1994, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity, before the work of the General Assembly, not only to relax and enjoy themselves, but also to reaffirm the esteem they hold for each other and the work they perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. Since the Secretary-General will be away from Headquarters on Staff Day, he will address the staff in an additional short programme on 23 September 1994. At that time, statements will be made by the Secretary-General and the President of the Staff Union and there will be a ceremony to honour staff members with more than 25 years of service who have retired since Staff Day 1993.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

Schedule of activities during the Day

3. The following is a general schedule of events. A complete Staff Day Programme giving full details will be issued by the Staff Union.

4. The Day's activities will start at 9 a.m., when the State University of New York (SUNY) Maritime College Merchant Marine Marching Band and Honor Guard will parade from the General Assembly Public Plaza to the Secretariat Circle, where they will perform. There will be a ceremony honouring all those who have given their lives in the service of the United Nations. Statements will be made by the Under-Secretary-General for Administration and Management, the Under-Secretary-General for Public Affairs and the President of the Staff Committee.

5. A number of other special activities are planned for the Day as follows:

(a) The box-office hit film, Corrina, Corrina, will be shown in the General Assembly Hall at 11 a.m.;

(b) A staff talent/international concert featuring performances by the multi-talented staff of the United Nations and other performers will take place at 2.30 p.m. in the General Assembly Hall;

(c) A fashion show and parade of nations by staff members in their national attire at 6 p.m. in the General Assembly Hall;

(d) A jazz concert featuring Jerry Gonzalez and the Fort Apache Jazz Band in the Dag Hammarskjöld Library Auditorium at 6.30 p.m.

6. Admission to all the events above will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Entrance to all events by guests is through the Visitors' Entrance of the General Assembly Lobby.

Evening ball

7. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

8. Admission tickets to the Staff Day Ball are $2 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 16 September 1994 outside of the cafeterias in the Secretariat, DC-1 Building and UNICEF House. To accommodate those who work at night, tickets will also be available in the Secretariat Staff Lounge from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 13 to 15 September 1994. Guest tickets can be purchased at the same times and locations and are priced at $15.

9. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to midnight. Prices will be as follows: liquor, wine and beer: $3; juices and soft drinks: $1. Bars will supply beverages only

upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the first basement concourse of the General Assembly Building will be open until midnight. The Staff Cafeteria on the main floor of the Secretariat Building will remain open until 11 p.m.

Special security measures for entrance to the Staff Day Ball

10. Over the last few years, there has been a need to increase security precautions on the United Nations premises. Please bear in mind that such precautions are for the protection of the staff and their family and friends. Staff members must adhere to the directions of the Security Officers while on the premises and remind their family and friends of the need to follow the Officers' instructions.

11. The Staff Day Ball provides a unique opportunity for staff members both to show off the United Nations to their relatives and friends as well as to relax and enjoy the evening's entertainment together. IT IS ESSENTIAL THAT GUESTS BE MET AND ESCORTED ONTO THE PREMISES BY THE STAFF MEMBER. STAFF MEMBERS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR THE WHEREABOUTS OF THEIR GUESTS DURING THE STAFF DAY BALL.

12. Staff members will be admitted to the Staff Day Ball upon presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. The following instructions for entrance of guests to the Staff Day Ball must be strictly adhered to:

(a) All guests must enter via the Visitors' Entrance on 46th Street and First Avenue. Guests who have a ticket will be permitted to wait on the plaza for a staff member to meet and escort them to the Staff Day Ball. Guests who do not have a ticket will be asked to wait outside the gate until a staff member arrives to escort them;

(b) Once admitted, guests will proceed through the General Assembly Public Lobby and through the metal detectors upon entry.

Parking in the United Nations garage

13. Staff members will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis. Those without parking medallions will be charged at the regular daily rate of $3.50 upon presentation of a grounds pass at the northern entrance at 48th Street and the East River Drive. Staff in possession of parking medallions will be admitted without additional charge. NO GUESTS WILL BE ADMITTED TO THE GARAGE. Guests should be dropped off at the visitors' entrance. After parking their cars, staff members should take the elevator up to the General Assembly Public Lobby and meet those guests who are not holding an admission ticket outside at the gate. Guests holding an admission ticket can be met on the visitors' plaza.

14. Vehicles may be subject to random search as part of routine security measures, which may cause slight delays. Staff members should cooperate with the Security staff and keep in mind that these precautions are for their personal safety.

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Secretariat

ST/IC/1994/40
21 September 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION BOARD AND OF THE HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by, the Staff Council, has appointed the following staff members as members and alternate members of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee to serve for one year from 10 October 1994 to 9 October 1995.

2. The composition of the Appointment and Promotion Board and the Appointment and Promotion Committee was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff Management Coordination Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Board and Committee remain as members of the new Board and Committee for purposes of continuity.

I. APPOINTMENT AND PROMOTION BOARD

Members

Ms. Lyutha AL-MUGHAIRY**	Electoral Assistance Unit Department of Peace-keeping Operations

* Personnel Manual index No. 4110.

** Members nominated by the Staff Council.

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Mr. Joseph CHAMIE	Population Division Department of Economic and Social Information and Policy Analysis
Ms. Angela KANE	Executive Office of the Secretary-General
Mr. Federico RIESCO**	Office of Conference and Support Services Department of Administration and Management
Mr. Samir SANBAR**	Assistant Secretary-General Department of Public Information
Ms. Kristen TIMOTHY	Division for the Advancement of Women Department of Policy Coordination and Sustainable Development
The Assistant Secretary-General for Human Resources Management or his representative as ex officio member	

Alternate members

Mr. Gritakumar CHITTY**	Division for Ocean Affairs and the Law of the Sea Office of Legal Affairs
Mr. George HADDAD	Office of Internal Oversight Services
Ms. Patricia LECOMTE DU NOUY**	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Mr. James C. NGOBI	Security Council Affairs Division Department of Political Affairs
Ms. Zohreh TABATABAI**	50th Anniversary Secretariat Department of Public Information
Mr. Kwok-Wah TSUI	Office of the Under-Secretary-General Department of Humanitarian Affairs

II. HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE

Members

Ms. Marian AWWAD**	Information Centres Division Department of Public Information
Ms. Vladislava BARTOSCH	Electronic Services Division Office of Conference and Support Services Department of Administration and Management
Mr. Jacinto DE VERA**	Division of Public Administration and Development Management Department for Development Support and Management Services
Mr. Bernard LANCOURT**	Statistical Division Department of Economic and Social Information and Policy Analysis
Ms. Robin LUDWIG	Electoral Assistance Unit Department of Peace-keeping Operations
Mr. Lamin SISE	Office of the Under-Secretary-General Department of Peace-keeping Operations
The representative of the Office of Human Resources Management as ex officio member	

Alternate members

Mr. Khidir ABDEL RAZIG**	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Ms. Paulette AUSTIN**	Division of Public Administration and Development Management Department for Development Support and Management Services
Mr. Vladimir BELOV	Programme Planning and Budget Division Office of Programme Planning, Budget and Accounts Department of Administration and Management

Ms. Gail BINDLEY-TAYLOR-SAINTE**	Information Products Division Department of Public Information
Ms. Mary F. CHERIF**	Library and Publications Division Department of Public Information
Ms. Beng Yong CHEW	East Asia and the Pacific Division Department of Political Affairs
Mr. Ralph CHIPMAN	Secretariat of the World Summit for Social Development Department of Policy Coordination and Sustainable Development
Ms. Ana Luiza CORTEZ**	Macroeconomic and Social Policy Analysis Division Department of Economic and Social Information and Policy Analysis
Mr. Mati L. PAL	Division for Ocean Affairs and the Law of the Sea Office of Legal Affairs
Ms. Ruojin WANG	Interpretation, Meetings and Documentation Division Office of Conference and Support Services Department of Administration and Management

3. Ms. Janine Lockshin will continue to serve as Secretary of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee.

UNITED
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Secretariat

ST/IC/1994/41
21 September 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION PANEL*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by, the Staff Council, has appointed the following staff members as members and alternate members of the Appointment and Promotion Panel to serve for one year from 10 October 1994 to 9 October 1995.

2. The composition of the Appointment and Promotion Panel was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff-Management Coordination Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Panel remain as members of the new Panel for purposes of continuity.

Members

Ms. Sheila ABRAMOVITZ**	Building and Commercial Services Division Office of Conference and Support Services Department of Administration and Management
Ms. Antigoni AXENIDOU	General Legal Division Office of Legal Affairs
Ms. Reena BHANDARI**	Communications and Project Management Division Department of Public Information

* Personnel Manual index No. 4120.

** Members nominated by the Staff Council.

Ms. Nancy CALDWELL**	Library and Publications Division Department of Public Information
Ms. Edith CASTELLARES	Economic and Social Council Affairs and Inter-agency Coordination Division Department for Policy Coordination and Sustainable Development
Mr. Alassane DIATTA**	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Mr. Frank EPPERT**	General Legal Division Office of Legal Affairs
Mr. Alexander FEDORCHENKO**	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Mr. Anthony HENRY**	Interpretation, Meetings and Documentation Division Office of Conference and Support Services Department of Administration and Management
Mr. Fook-Fai HUEN	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Mr. Pierre KALENZAGA	Division for Regional Cooperation and Self-determination Department of Political Affairs
Ms. Isabel MARCAL**	Electoral Assistance Unit Department of Peace-keeping Operations
Ms. Ruth MARK	Building and Commercial Services Division Office of Conference and Support Services Department of Administration and Management
Ms. Joan Lesley MATHANGANI	Building and Commercial Services Division Office of Conference and Support Services Department of Administration and Management
Mr. John MAYERS**	Interpretation, Meetings and Documentation Division Office of Conference and Support Services Department of Administration and Management
Mr. Barry MIRKIN	Population Division Department for Economic and Social Information and Policy Analysis

Ms. Colette MNINSKI	Financial Management and Control Division Office of Programme Planning, Budget and Accounts Department of Administration and Management
Ms. Larissa SIDOROVA	Dissemination Division Department of Public Information
The representative of the Office of Human Resources Management as ex officio member.	

Alternate members

Ms. Geraldine ADAMS	Information Products Division Department of Public Information
Mr. Miguel ARNABAL	Programme Planning and Budget Division Office of Programme Planning, Budget and Accounts Department of Administration and Management
Ms. Maryse BAYARD**	Programme Planning and Budget Division Office of Programme Planning, Budget and Accounts Department of Administration and Management
Ms. Annie BERREZOUG**	Training and Fellowship Service Department for Development Support and Management Services
Ms. Henrieta Brenda BROOKES**	Library and Publications Division Department of Public Information
Ms. Angela CAPATI-CARUSSO	Public Finance and Enterprise Management Branch Department for Development Support and Management Services
Mr. Frederick CARRICO	Security and Safety Service Office of Conference and Support Services Department of Administration and Management
Mr. Lisle CODRINGTON	Electronic Services Division Office of Conference and Support Services Department of Administration and Management
Mr. Hussein ELFAR**	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Mr. Steven GLEASON	Regional Monitoring Division Department of Humanitarian Affairs

Ms. Lul Jama HASSAN	Secretariat of the World Summit for Social Development Department for Policy Coordination and Sustainable Development
Ms. Tuan Sue KAO**	Library and Publications Division Department of Public Information
Mr. Elias KEDIR	Office of Internal Oversight Services
Ms. Vivian LEWIS	Documents Control Office of Conference and Support Services Department of Administration and Management
Mr. Michael PYSARENKO**	Security and Safety Service Office of Conference and Support Services Department of Administration and Management
Ms. Flora ROCKETT**	Statistical Division Department for Economic and Social Information and Policy Analysis
Ms. Fatima SY**	Purchase and Transportation Division Office of Conference and Support Services Department of Administration and Management
Ms. Marie-Esther VAN NOTE**	Macroeconomic and Social Policy Analysis Division Department for Economic and Social Information and Policy Analysis

2. Ms. Susana Rico-Torres will serve as Secretary of the Appointment and Promotion Panel.

UNITED NATIONS **ST**

Secretariat

ST/IC/1994/41/Amend.1
31 October 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION PANEL*

The Secretary-General, in consultation with the Staff Council, has approved the changes in the status of the following members of the Appointment and Promotion Panel as indicated below:

Members

Ms. Maryse BAYARD**	Programme Planning and Budget Division Office of Programme Planning, Budget and Accounts Department of Administration and Management

Alternate members

Mr. John MAYERS**	Interpretation, Meetings and Documentation Division Office of Conference and Support Services Department of Administration and Management

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* Personnel Manual index No. 4120/A.

** Members nominated by the Staff Council.

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UNITED
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Secretariat

ST/IC/1994/42
22 September 1994

INFORMATION CIRCULAR

To: Members of delegations and the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: ACCESS TO PREMISES DURING CLOSURE OF FIRST AVENUE

1. The purpose of the present circular is to advise members of delegations and the staff at Headquarters that the New York City Police Department has informed the Secretariat that it will close the section of First Avenue in front of the United Nations for a period of time on Monday, 26 September 1994, to accommodate motorcades of dignitaries. Such closings may also be necessary on short notice on other days during the forty-ninth session of the General Assembly. To the extent possible, efforts will be made to inform members of delegations and the staff, in advance, of planned closings of First Avenue.

2. Arrangements have been made with police authorities to permit members of delegations, members of the staff and affiliates, upon presentation of their grounds passes, to cross First Avenue at either 42nd, 45th or 49th Street. The crossing point at 45th Street will be particularly congested, and it is therefore recommended that all pedestrians use the other two crossings. Furthermore, First Avenue will be closed to ALL pedestrian crossing between 9 a.m. and 10.30 a.m. During this time, the only entry point to the premises will be through the 48th Street entrance to the garage. Therefore, MEMBERS OF DELEGATIONS, STAFF MEMBERS AND AFFILIATES ARE STRONGLY URGED TO ARRIVE BEFORE 9 A.M. It may also become necessary to close the three street crossing points temporarily at various times throughout the day. United Nations security officers will be posted at those three check-points to assist the police in identifying members of delegations and United Nations staff.

3. Staff members, members of delegations and other persons who are entitled to access to Headquarters premises will be admitted only upon presentation of a valid United Nations identification card or laissez-passer. All persons holding such cards are reminded that, in accordance with bulletin ST/SGB/259 of 2 July 1993, identification cards must be worn at all times in a clearly visible manner while on the premises.

4. The present circular should be read in conjunction with circular ST/IC/1994/33 of 5 August 1994 on arrangements for admission to premises, catering facilities and commercial operations during the forty-ninth session of the General Assembly.

UNITED NATIONS

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Secretariat

ST/IC/1994/43
13 October 1994

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: "DEVELOPMENT THROUGH PARTNERSHIP" STAMPS

1. The last set of United Nations stamps to be issued in 1994 will be released on 28 October. A set of six stamps on the theme "Development through partnership" will commemorate the thirtieth anniversary of the United Nations Conference on Trade and Development (UNCTAD). UNCTAD is the principal organ of the General Assembly in the field of trade and development. The stamps were designed by Luis Sardá (Spain). These are his first stamp designs for the United Nations.

Denomination:	29 cents	F.s. 0,80	S 6
Quantity:	590,000	535,000	650,000

Denomination:	50 cents	F.s. 1,00	S 7
Quantity:	540,000	535,000	650,000

(United States equivalents - F.s. 0,80: 69 cents, F.s. 1,00: 86 cents; S 6: 62 cents and S 7: 72 cents - subject to exchange-rate fluctuation.)

2. The stamps each measure 36 mm x 26.1 mm, perforation to perforation (perforation: 13 1/4 x 13 3/4). The stamps were printed in offset by Joh. Enschedé en Zonen (Netherlands) in vertical sheets of 50 stamps.

3. For the convenience of collectors, the United Nations Postal Administration (UNPA) at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY.

4. The New York, Geneva and Vienna annual collection folders of single mint stamps issued in 1994 will also be released on 28 October 1994. Please note that the 1994 "Endangered species" stamps are not in these folders, but are contained in their own special album.

5. Members of delegations and the staff may obtain the new stamps, first-day cancellations and annual collection folders on Friday, 28 October, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

UNITED NATIONS **ST**

Secretariat

ST/IC/1994/44
21 October 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: TIME OFF FOR VOTING ON UNITED STATES ELECTION DAY*

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 8 November 1994, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

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* Personnel Manual index No. 13090.

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